

SECOND SPRING HEELING COMPETITION 1961

FIRST SHIFT DAY ACTIVITIES, WEEK OF TUESDAY, APRIL 25 to MON. MAY 1, 1961

I. GENERAL SHIFT DAY PROCEDURE: (lecture early in afternoon)

Answering telephone (dock system 100 pts for 3 rings
after today)

Station cleanup procedure; afternoon and night

Other routine duties

Food

Dust pulling

calling personnell

Record filing

Poster changing

THOROUGH TOUR OF STATION PROPER (FOR THOSE WHO NEED IT)

Name and use of all areas from Prod. Office to
tech room.

MAKE IT A POINT TO INTRODUCE HEELERS TO ALL YOUR PERSONNELL
FOR THE FIRST TWO WEEKS. (THIS WILL BE NECESSARY AGAIN IN
THE FALL)

II. PROGRAM LECTURE

Acquaint heelers with all programming on your day

What each program consists of

Personnell for all programs (see above)

FM programming, simulcasting, all station switches on
your day

THE Executive committee

The seven present members (seven Past members also but
need not be learned)

At least three duties of each officer

III. ENGINEERING:

A new system of engineering instruction is being tried on
experimental basis. Heelers are being tutored individually by
members thus (hopefully) alleviating the need for weekly lectures.
this week make sure that your heelers (those who have had instruction)
are thoroughly familiar with BASIC engineering in CR I and have NO
questions unanswered. Formal lecture should not be necessary.
~~GO OVER END OUTLINE ON MEMBERS WOULD. Those who have had instruction so far should know it~~

NOTE: (WELL)

In this comp I would like to abandon the written quiz in favor of an
individual "evaluation" session with each heeler. This should
include an oral quiz to evaluate his learning. Also as far as possible
inform the heeler what your remarks on his weekly report will be
so he knows exactly where he stands.

There will be several men heeling for the second time to whom the
above (especially for the 1st 3 weeks) will be very repetitious.
I suggest that you make sure they know it and then set them to work
on CONSTRUCTIVE PROJECTS in their dept. or on the station plant etc.

SUPERVISOR'S REPORT ON SHIFTER (name) _____

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1. What shift day is this of the comp? _____.
2. At what time did heeler arrive at WYBC? _____.
At what time did heeler leave station? _____.
3. If answers to No. 2 were not three-thirty and one, why not? _____.
4. Was heeler present, absent with sub, or absent without excuse. (underline)
5. Did you dock him today _____ How much _____ For what _____.
Did you give him a bonus _____ How much _____ For what _____.
6. Did he do anything on his own initiative that is worth mentioning?
Describe _____.
7. Describe his shift day work:
 - (a) Work is done: ☐ excellently, ☐ well, ☐ good, ☐ mediocre, ☐ poor, ☐ very bad.
 - (b) Attitude is: ☐ enthusiastic, ☐ good, ☐ so-so, ☐ poor, ☐ negative.
 - (c) Ability to learn: ☐ excellent, ☐ fair, ☐ poor.
 - (d) Does he remember what he is taught? Yes _____ No _____.
 - (e) Does he work well with other heelers? Yes _____ No _____.
 - (f) Does he work well with you? Yes _____ No _____.
 - (g) Does he work well with Assistant Supe? Yes _____ No _____.
8. How many times today did you catch him sitting on his duff? _____.
9. Amount of times he asks you what to do next? Often, Seldom, Never
10. As far as you can tell is he happy in his department? Yes _____ No _____.
11. Would you recommend him as a shift heeler? Yes _____ No _____ Undecided _____.
Would you recommend him as a member? Yes _____ No _____ Undecided _____.
12. How many shifters did you have as of today? _____.

(signed) _____
Daily Supervisor on _____

Thank you for your cooperation. These reports will be available at the end of the competition for you to make your recommendation.

Frank F. Tolsdorf, Jr.
Vice-Chairman

SECOND SHIFT DAY: TUESDAY, MAY 2 to MONDAY, MAY 8, 1961

I. PROGRAM LECTURE (SUPERVISOR)

Entire weeks Programming

Programs heard every day

Special programs, their day and time and content
and who produces them

Station switching procedure (where it differs from your day)

Sunday Programming (special emphasis)

Personnel for prestige programs such as Dust, Retch, SUS,
Coby R and the Mat and what are criteria for selection

II. Engineering for this week includes complete familiarization
with CR I. Make sure that there are no unanswered questions
on any material related to operation.

III. Heeler lecture this week covered the Business dept and
Solicitations procedure, selling points for WYBC AND FM ETC.

Use your oral quiz to make sure they are familiar with this material
and if possible have them practice selling you and A-Supe advertising
and offer constructive criticism of approach.

THIRD SHIFT DAY: TUES. MAY 9 to MONDAY, MAY 15, 1961

I. SUPERVISORS PROGRAM LECTURE

A. Review Weeks programming and personnell as necessary

Review Log arrangement

Colors of main board

Signing

Missed spots etc.

Abbreviations

Continuity books, Promo book and et racks etc.

From now on heelers should be assigned to check all continuity on the day. Outline the procedure, find or write missing spots, remove dated ones, check flicks. Procedure should be rotated so all have a chance.

II. Engineering so far has covered up to Congole and announcer controls in CR II. There will be a test on Monday to help us evaluate the system.

III. Review Normal program procedure (as per saturday broadcasting), Business Dept and Solicitations Procedure, Selling Points etc, Tehh Dept. and Operations and logging.

There will be a 1/3 way PP test on Monday May 15.

Monday May 15 will be the last official day of heeling of the spring term. Activities will officially recommence on the first day of classes next fall but heelers are expected back for freshman week. I suggest that you suggest to heelers the advantages to be gained by their helping pull Dust and alleviating other tense situations during the following week without their actually putting in a full shift day. Bonus points may be given for such work as it is not required.

t. Dean.

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At what time did heeler leave station? _____.
3. If answers to No. 2 were not three-thirty and one, why not? _____
_____.
4. Was heeler present, absent with sub, or absent without excuse. (underline)
5. Did you dock him today _____ How much _____ For what _____.
Did you give him a bonus _____ How much _____ For what _____.
6. Did he do anything on his own initiative that is worth mentioning?
Describe _____.
7. Describe his shift day work:
 - (a) Work is done: ☐excellently, ☐well, ☐good, ☐mediocre, ☐poor, ☐very bad.
 - (b) Attitude is: ☐enthusiastic, ☐good, ☐so-so, ☐poor, ☐negative.
 - (c) Ability to learn: ☐excellent, ☐fair, ☐poor.
 - (d) Does he remember what he is taught?.....Yes _____ No _____.
 - (e) Does he work well with other heelers?.....Yes _____ No _____.
 - (f) Does he work well with you?.....Yes _____ No _____.
 - (g) Does he work well with Assistant Supe?.....Yes _____ No _____.
8. How many times today did you catch him sitting on his duff? _____.
9. Amount of times he asks you what to do next? Often, Seldom, Never
10. As far as you can tell is he happy in his department? Yes _____ No _____.
11. Would you recommend him as a shift heeler? Yes _____ No _____ Undecided _____.
Would you recommend him as a member? Yes _____ No _____ Undecided _____.
12. How many shifters did you have as of today? _____.

(signed) _____

Daily Supervisor on _____

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Frank F. Tolsdorf, Jr.
Vice-Chairman

FOURTH SHIFT DAY, FRIDAY, FEB. 24 TO THURSDAY, MARCH 2, 1961

I. PROGRAM LECTURE

A. NEW Chain of command

All positions on new board

Names of officers

General duties of each (include 25 duties of supervisor)

Explain WHY chain follows the lines it does.!!

Old set up may be used as a comparison but they will not be expected to know it. Over emphasizing it will probably create some confusion.

B. Review All duties of All execs in Bylaws (if this has not been thoroughly covered previously)

II. ENGINEERING

A. Mike and tape recorder review

How to air tapes from all machines

emphasize theme procedure on 612

Taping off the air

Setting up of machines (review from Thurs)

Emphasize gentle handling, return of equipment etc.

What to take on a recording trip.

Disposition of tapes after use

Microphones owned by the station and their respective uses.

If you are at all unfamiliar with the above material, ask a recording member to brief you or deliver the lecture. Operation of machines should be illustrated on the machines since the theory has been covered in the thursday lecture.

III. TOPICS COVERED TO DATE:

Business dept

Heeler sales technique & requirements

Elementary Programming and engineering

CR I and Cr II complete except:

Remote procedure

Sign on & off

Emergency Procedure

Hair (echos etc)

Continuity dept

Operations Director & duties

Logs, all phases

Program schedule:

shift day in detail

weeks in general outline

special programs

Productions Dept and their products

Fundamentals of creative broadcasting (see Ron's outline)

Recording machine care and use (not recording dept.)

and

All above.

FIFTH WEEK OF COMP: WED. SEPTEMBER 27 to TUES, XXXX.

OCTOBER 3, 1961

Notes: Please be as accurate and objective as possible. This report will be strictly confidential and will help me gauge the heater's progress and will give you a written record on which to base your recommendation on Election Night. It has no other purpose.
SUPERVISORS PROGRAM TOPICS
To be covered as lecture, discussion or both. Oral or written quizzes at your discretion to make sure material is absorbed. BE SURE TO ALLOT TIME DURING THE DAY TO COVER THIS MATERIAL.

I. CHAIN OF COMMAND

Cover all positions

Name of all officers on board

General duties of each

Specific duties of all execs from bylaws

(underline) included at least 25 duties of the daily supervisor.

Explain in general terms why chain follows the lines
it does

Describe
engineering this week covers all aspects of tape recording and playback. You can make the task of engineering instruction easier by demonstrating machines, giving heaters easy recording jobs and by demonstrating elementary tape setups.
(a) Work is done enthusiastically ☐ good, ☐ so-so, ☐ poor, ☐ negative.
(b) Attitude is ☐ enthusiastic, ☐ good, ☐ so-so, ☐ poor.
(c) Ability to learn ☐ excellent, ☐ fair, ☐ poor.
(d) Does he remember what he is taught?.....Yes.....No
(e) Does he work well with other heaters?.....Yes.....No
(f) Does he work well with you?.....Yes.....No
(g) Does he work well with Assistant Sup?.....Yes.....No

8. How many times today did you catch him sitting on his butt?

9. Amount of times he asks you what to do next? Often, Seldom, Never

10. As far as you can tell is he happy in his department? Yes No

11. Would you recommend him as a shift heater? Yes No Undecided
Would you recommend him as a member? Yes No Undecided

12. How many shifts did you have as of today?

(signed)

Daily Supervisor on

Thank you for your cooperation. These reports will be available at the end of the competition for you to make your recommendation.

Frank F. Tolbert, Jr.
Vice-Chairman

SUPERVISOR'S REPORT ON SHIFTER (name) _____

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1. What shift day is this of the comp? _____.
2. At what time did heeler arrive at WYBC? _____.
At what time did heeler leave station? _____.
3. If answers to No. 2 were not three-thirty and one, why not? _____

4. Was heeler present, absent with sub, or absent without excuse. (underline)
5. Did you dock him today _____ How much _____ For what _____.
Did you give him a bonus _____ How much _____ For what _____.
6. Did he do anything on his own initiative that is worth mentioning?
Describe _____.
7. Describe his shift day work:
 - (a) Work is done: ☐ excellently, ☐ well, ☐ good, ☐ mediocre, ☐ poor, ☐ very bad.
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 - (g) Does he work well with Assistant Supe? Yes _____ No _____.
8. How many times today did you catch him sitting on his duff? _____.
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10. As far as you can tell is he happy in his department? Yes _____ No _____.
11. Would you recommend him as a shift heeler? Yes _____ No _____ Undecided _____.
Would you recommend him as a member? Yes _____ No _____ Undecided _____.
12. How many shifters did you have as of today? _____.

(signed) _____
Daily Supervisor on _____

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Frank F. Tolsdorf, Jr.
Vice-Chairman

SUPERVISOR'S LECTURE: SIXTH WEEK, OCT. 4 to OCT. 10, 1961

SUMMARY OF STATION HISTORY: (Glorious)

BEGINnings, CCD, Clark, Guba, Money, etc.
 WW II and after, WYBC
 WYBC-A, and WYBC-FM

refer to old Banners in exec office for recent history
 try to make this something more than just BS

REVIEW TAPE RECORDER OPERATION WHEN NECESSARY.

Was heeler present, absent with excuse, or absent without excuse. (underline)

Did you dock him today? How much? For what?
 Did you give him a bonus? How much? For what?

Did he do anything on his own initiative that is worth mentioning?
 Describe

Describe his shift day work:

- (a) Work is done: ☐ excellently ☐ well ☐ good ☐ mediocre ☐ poor ☐ very bad.
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- (c) Ability to learn: ☐ excellent ☐ fair ☐ poor.
- (d) Does he remember what he is taught? Yes ☐ No ☐
- (e) Does he work well with other heeler? Yes ☐ No ☐
- (f) Does he work well with you? Yes ☐ No ☐
- (g) Does he work well with Assistant Super? Yes ☐ No ☐

How many times today did you catch him sitting on his duff?

Amount of times he asks you what to do next? Often, Seldom, Never

As far as you can tell is he happy in his department? Yes ☐ No ☐

Would you recommend him as a shift heeler? Yes ☐ No ☐ Undecided ☐

Would you recommend him as a member? Yes ☐ No ☐ Undecided ☐

How many shifters did you have as of today?

Return to Super

Daily Supervisor on

Bond

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Frank T. Tolson, Jr.
 Vice-Chairman

SUPERVISOR'S REPORT ON SHIFTER (name) _____

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Daily Supervisor on _____

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Frank F. Tolsdorf, Jr.
Vice-Chairman

SUPERVISOR'S LECTURE, SEVENTH WEEK, OCT 11 to 17, 1961

MISCELLANEOUS SUBJECTS:

COMPLETE EMERGENCY PROCEDURE:

Procedure in case of:

- Mike failure in either studio
- Cue failure
- Talkback Failure
- Crump of either channel

Fire in Console or Rack

sign off & or switch to other Cr.

Extinguish if possible

Summon help, preferably through Campus police

Location of all fire extinguishers and power switches and use thereof.

First aid in case of Electrocution

CONELRAD:.....

Procedure for receiving alerts

Procedure for transmitting alert in both practice and for real circumstances

NEXT WEEK I WOULD LIKE TO ALLOW THE HEELERS TO "SUPERVISE" FOR AT LEAST PART OF THE DAY WHILE YOU (SUPE) ACTS AS A SUPE OR HEELER. PLEASE BRIEF YOUR HEELER ON PARTICULAR DUTIES THIS WEEK, AND HAVE HIM READY TO "TAKE OVER" WHEN HE COMES DOWN NEXT WEEK. I WOULD LIKE THEM TO ASSUME AS MUCH OF THE ACTUAL SUPERVISORY LOAD AS POSSIBLE. LET THEM GIVE ORDERS, WRITE SUPE REPORTS ETC. CORRECT MISTAKES AS NECESSARY BUT DONT INTERFERE UNLESS NECESSARY. INCLUDE COMPLETE EVALUATION IN NEXT WEEK'S HEELER REPORT.

Return to Supes Board

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Daily Supervisor on _____

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Frank F. Tolsdorf, Jr.
Vice-Chairman

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- Fire in Console or Rack
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 - Extinguish if possible
 - Summon help, preferably through Campus police

Location of all fire extinguishers and power switches and use thereof.

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- Procedure for transmitting alert in both practice and for real circumstances

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